

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 02-03	Effective Date: 12/02/03	Revision Date: 05/30/13
Subject: Annual Training		

**I. Policy Statement**

Division staff are required to attend and participate in training on an annual basis. The number of training hours required annually for each staff will be commensurate with job duties and responsibilities. Part-time staff and volunteers shall attend training commensurate with their responsibilities.

**II. Rationale**

The purpose of this policy is to establish mandatory training standards necessary to maintain qualified, professional staff, as well as, efficient and effective programs.

**III. Definitions**

- A. "Annual training" is ongoing training that is required annually during the course of employment with the Division.
- B. "Mandatory training" is training which is required and expected by the Division as a condition of continued employment.

**IV. Procedures**

- A. Division Responsibility: The Division shall make required training available to staff and provide the time to ensure the training hours are achieved. Supervisors shall assist to ensure all staff attend and complete the required training.
- B. Expectations: Annual training for staff shall include review training on mandatory topics and other training specific to their job assignment. Counselor's I, II, III, and supervisors are required to attend 40 hours of training. APD's are expected to attend and participate in training opportunities commensurate with their job assignment. Tech II's are required to attend all mandatory training. Part-time staff and volunteers shall attend training commensurate with their job responsibilities.
- C. Non-JJS training: Credit for non-JJS training must be approved in advance by the Training Director. Staff requesting training credit shall complete a training attendance reporting form, and submit it to the Training Director, along with a copy of the training agenda or outline. Requests for out-of-state training must have prior approval by the Division Director.
- D. Overtime: In accordance with the Fair Labor Standards Act (FLSA), staff shall be given compensatory time or overtime (depending on election made), for

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training received outside of the normal work schedule. The training must be approved in advance and applicable toward the annual training requirement.

- E. Professional Conduct: Staff shall maintain a professional demeanor when attending any training event. This includes professional interactions with presenters and participants, adherence to the dress code, and remaining actively involved in the training.
- F. Attendance and Punctuality: Staff shall adhere to the scheduled start and end times and attend the complete training. Staff who are unable to attend a scheduled training shall notify a supervisor a minimum of 24-hours in advance. Supervisors shall notify the training unit and send a replacement when possible.
- G. Special Accommodations: Staff requiring special accommodations shall inform the training unit in advance.
- H. Failure to complete the required annual and/or mandatory training shall be reflected in the staff's performance evaluation and may be considered for disciplinary action.
- I. Requests for exception to this policy shall be made in writing to the Training Director.

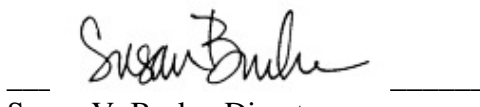
**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

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5/30/2013  
Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

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5/30/2013  
Signature Date